

## **NOTICE OF VACANCY**

**AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. All interested persons must forward a résumé or application to Human Resources prior to the closing date.**

**Contact: Alice Walker 706-821-2602**

<b>JOB TITLE:</b>	<b>Librarian II &amp; III – Head of Children’s Svc</b>
<b>DEPARTMENT:</b>	<b>Library</b>
<b>SALARY:</b>	<b>\$47,000.00 Annually</b>
<b>BEGINNING DATE:</b>	<b>January 12, 2004</b>
<b>CLOSING DATE:</b>	<b>open until filled</b>

### **MINIMUM QUALIFICATIONS:**

**Masters of Library and Information Science from an ALA-accredited college or university with a specialization in children’s work. 5+ years of experience in children’s work in a library or any equivalent combination of training and experience. Extensive knowledge of library science methods and procedures, and a thorough knowledge of children’s books and materials. Ability to speak in public. Ability to be innovative and imaginative in planning and executing programs. Skill in using personal computers and various Microsoft applications. Grade G-5 or higher certificate from the Georgia State Board of Certification for Librarians.**

### **MAJOR DUTIES:**

**Recommends policies and establishes procedures for selection and maintenance of the children’s collection. Selects children’s books and materials for the library system. Directs and supervises staff in the operation of the Children’s Department at the Headquarters Library, and evaluates performance of this staff. Answers reference questions, instructs patrons in the use of library resources to include on-line products and the library’s automated catalog, and provides reading guidance. Develops booklists, pamphlets, etc. to assist in reading guidance and library use. Plans and presents a variety of programs for schools, day care centers, community and church groups, and gives talks on children’s books and services. Writes grant proposals and seeks other means of outside funding to support department activities. Serves on relevant community and professional committees.**

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We do not discriminate on the basis of race, religion,  
color, sex, age national origin, or disability.**